

Witness Statement Request for Dispute Resolution

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request your witness statement regarding the ongoing dispute between [Party A] and [Party B], which is currently under resolution. Your perspective and account of the events that transpired on [Date of Incident] would be invaluable in clarifying the circumstances of this matter.

Please provide your written statement by [Deadline Date] to ensure that it can be included in the dispute resolution process. You may address the letter to [Specific Department or Contact Person] at [Organization Name].

If you need further details or clarification about the information we are seeking, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your timely attention to this request.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]